

Interagency Committee of State Employed Women (ICSEW)  
Committee Policies and Procedures

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**2.05 Use of the ICSEW Name**

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**PURPOSE**

This policy assures that the name Interagency Committee for State Employed Women (ICSEW) is used appropriately.

**INTENT**

The intent of this policy is to provide guidelines on the use of the ICSEW's name when promoting ideas, events, information, etc. and to ensure that the use of the name is consistent with the goals and philosophy of the ICSEW mission.

**SCOPE**

This policy applies to all references to the ICSEW's name that are not initiated by or for the committee in general. One example is use of the ICSEW name for agency chapter organizations.

**POLICY**

No organization, group, or individual may use the ICSEW name for promoting events and ideas, raising funds, advertising, or dispensing information, etc. unless said activities have been initiated or approved by the ICSEW as evidenced in the annual business plan, General Membership or Board Meeting minutes, or other communication from the ICSEW membership or board.

The Chair of the ICSEW will track all outside usage of the ICSEW name and include information on these events in the annual report giving credit to the appropriate organization.

**ICSEW Chapters**

ICSEW related sub-groups, such as agency chapters, may use the ICSEW name in conjunction with their own identifier (e.g., Labor and Industries Chapter of the ICSEW), provided permission for the use of the ICSEW name has been granted by the ICSEW Chair (or designee). Such sub-groups are solely responsible for accounting for all funds raised and for using the funds for purposes related to the ICSEW mission and business plan (The ICSEW hold no claims to funds raised

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by such related groups when raised independently of any ICSEW organized event.

To obtain chapter status, each organization must:

Submit a letter of request to the ICSEW Chair, including the group's name, goal, business plan, and any other information that documents how its activities support the ICSEW business plan (found at [www.icsew.org](http://www.icsew.org)). The Chair shall approve or disapprove in writing within 60 days after receiving the required information.

Chapter status must be renewed each biennium via letter of request to the ICSEW Chair.

**Organizations that are not ICSEW Chapters**

Organizations wishing to use the ICSEW name in conjunction with their own identifier should submit a separate request in writing (includes e-mail) to the ICSEW Chair indicating:

- a. Date of event or publication
- b. Location of event or publication
- c. Content of the event or publication
- d. Goal of the event or publication
- e. Whether funds will be raised and if so, how they will be used.

The Chair of the ICSEW may automatically approve the request if the intended use of the name clearly fits in with the goals of the ICSEW as evidenced by the current ICSEW business plan.

OR

The Chair of the ICSEW will bring the proposal to a vote of the Executive Board if the linkage to the current business plan is not readily evident.

All approvals and denials will be made in writing (includes e-mail) with denials describing the reason for denial. Written requests for reconsideration will be accepted. To be eligible for approval, requests for reconsideration must address to the reasons for denial by providing substantiating information.

In no circumstances may an entity use the ICSEW name in any marketing or educational materials until official approval has been received.

**RELEVANT LAW AND OTHER RESOURCES**

No resources referenced.

Board Approved:

Committee Approved: